**TENDER FOR THE REFURBISHMENT OF THE CHANGING FACILITIES AT ILLOGAN PARK**

**Included in this pack:**

* Job Specification
* Refurbishment and Demolition Asbestos Survey
* Plans of the facilities
* Copy of the Council’s Management of Contractors Policy including details of Health and Safety Requirements
* Copy of the Council’s Quotations and Tenders Policy
* Return Sheet

**Please return to the Council in the envelope provided:**

* The Return Sheet completed with all sections you would like to quote/tender for
* The Contractor Competency Form (found in the Management of Contractors Policy pages 4 and 5)

All paperwork must be received, in a sealed envelope marked ‘Refurbishment of Changing Facilities at Illogan Park’, in the Council Office by 12 noon on Friday 14th May 2021. The paperwork can be posted or hand delivered.

Illogan Parish Council reserves the right to obtain references and complete Companies House or other relevant searches.

If you would like to view the current facilities, please contact the Clerk to arrange a date and time.

If you have any queries please do not hesitate to contact the Clerk, Sarah Willsher, using the above contact details.

**TENDER FOR THE REFURBISHMENT OF THE CHANGING FACILITIES AT ILLOGAN PARK**

Illogan Parish Council is looking to refurbish the current changing facilities located at Illogan Park, An Vownder Lane, Illogan.

The Council are arranging for a 3-phase electrical supply and replacement of the water pipe from the meter as part of a separate project to install public toilets. Integration of these works will need to be taken into consideration when planning the works.

The successful contractor must work closely with the Parish Council and keep them up to date on progress of works.

The successful contractor is expected to advise on all Building Regulations and submit any appropriate applications.

All Health and Safety and Building Regulations must be complied with.

The successful contractor will need to provide handover documentation and all installation certificates.

**Scope of works**

1. Remove all asbestos (R & D Survey attached)
2. Re-roof in a suitable material to fit in with local area possibly to include solar panels – contractor provide details of vandal resistance of solar panels
3. Externally insulate
4. Externally clad to in the same style as the new toilets – cedar cladding
5. Move the physio room into the current storage area, to include appropriate lighting, plug sockets etc. Extend the new physio room to be 3.6m x 2.7m and to include the window.
6. Replace the sink and cabinets in the kitchen area
7. Supply and install new showers
8. Lay hard-wearing durable sheet vinyl flooring in the shower area, the kitchen and the new physio room (similar to the flooring you would find in public toilets or swimming pool changing rooms) – colour/design of flooring to be agreed with the Council
9. To use a grip, hardwearing paint for the floors in the changing rooms, physio room and the communal entrance area in grey
10. Clad the walls with UPVc or tile the shower areas – colour/design of flooring to be agreed with the Council
11. Paint all walls and ceilings, except in the Rugby home changing rooms – Rugby Away Changing Room to be painted yellow, all other walls to be painted grey
12. To replace the notice board in the entrance way with a notice board measuring 90x60cm with a lockable Perspex cover.
13. Install wooden shutters to the exterior of the windows to protect from vandalism and maintain the aesthetics of the building
14. Supply and install new rainwater goods
15. Supply and install new doors to match the new toilets – minimum steel clad – to be colour RAL 7045
16. In consultation with the neighbouring property, remove the current toilet block and make the surface good
17. Install shipping containers for storage for the rugby and football clubs and Parish Council (total of 3 containers) – consider external cladding to maintain aesthetics of area
18. Resurface the remaining car park in tarmac

**Specifications**

All works must be completed in line with national guidelines, and by suitably qualified and insured persons. Contractors must have an up to date and valid waste carriers licence, appropriate equipment and machinery, be able to satisfy all appropriate health and safety requirements including COSHH, CDM Regulations etc and all appropriate competency certificates.

When responding to the items please give indications of times to complete and any lead times which need to be considered should you be chosen to complete the works. Please note project times will be allowed a small variance but anything outside the agreed variance will only be accepted via a change control process and will not be deemed to be automatically acceptable.

Where you need to use third party contractor to fulfil works please make this clear and also provide their details.

All works will be paid on completion and when signed off as acceptable. This can be done in stages but must be written into any quotation provided and the Council may insist on a retention of 25% of the phased payment to ensure the entire scope of work is completed.

Please ensure all costs are broken down into labour and parts and that any management costs are also made clear. Anything failed to be added to the quote cannot be retrospectively added unless Change control has been followed.

The Council will not pay for any additional costing which may need completing; all bids are done at your own expense.

**TENDER FOR THE REFURBISHMENT OF THE CHANGING FACILITIES AT ILLOGAN PARK**

**Return Sheet**

|  |  |
| --- | --- |
| **Company Name:** |  |
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| **Contact Name:** |  |
|  |  |
| **Company Address:** |  |
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| **Company Email Address:** |  |
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| **Company Telephone Number(s):** |  |
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| **I confirm that I am able to comply with all Health and Safety Requirements** | Y/N |

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| **Please explain how you will complete the work:** |  |
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| **Please provide details of three other places you complete similar work:** |
|  |
| **1** |  |
|  |
| **2** |  |
|  |
| **3** |  |
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| **Please provide the name and contact details for three referees:** |
|  |
| **1** |  |
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|  |
| **2** |  |
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| **3** |  |
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Please provide as much information as possible. Please continue on a separate sheet if needed.

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| **Costs:** |  |
|  |  |  |
|  | **Detailed Description to include makes and models of items etc** | **Cost** |
|  |  |  |
| **Remove all asbestos (****R & D Survey attached)** |  | **£** |
| **Re-roof in a suitable material to fit in with local area possibly to include solar panels – contractor provide details of vandal resistance of solar panels** |  | **£** |
| **Externally insulate** |  | **£** |
| **Externally clad to in the same style as the new toilets – cedar cladding** |  | £ |
| **Move the physio room into the current storage area, to include appropriate lighting, plug sockets etc. Extend the new physio room to be 3.6m x 2.7m and to include the window.** |  | **£** |
| **Replace the sink and cabinets in the kitchen area** |  | **£** |
| **Supply and install new showers** |  | **£** |
| **Lay sheet hard-wearing durable sheet vinyl flooring in the shower area, the kitchen and the new phsysio room (similar to the flooring you would find in public toilets or swimming pool changing rooms) – colour/design of flooring to be agreed with the Council** |  | **£** |
| **To use a grip, hardwearing paint for the floors in the changing rooms, physio room and communal entrance area in grey** |  |  |
| **Clad the walls with UPVc or tile the shower areas – colour/design of flooring to be agreed with the Council** |  | **£** |
| **Paint all walls and ceilings, except in the Rugby home changing room – Rugby Away Changing Room to be painted yellow, all other walls to be painted grey** |  | **£** |
| **Install wooden shutters to the exterior of the windows to protect from vandalism and maintain the aesthetics of the building** |  | **£** |
| **Supply and install new rainwater goods** |  | **£** |
| **Supply and install new doors to match the new toilets – minimum steel clad – to be colour RAL 7045** |  | **£** |
| **In consultation with the neighbouring property, remove the current toilet block and make the surface good** |  | **£** |
| **Install containers for storage for the rugby and football clubs and Parish Council (total of 3 containers) – consider external cladding to maintain aesthetics of area** |  | **£** |
| **Resurface the remaining car park in tarmac** |  | **£** |
| Please list any additional costs below: |  |  |
|  |  | **£** |
|  |  | **£** |
|  |  | **£** |
|  |  | **£** |
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| **TOTAL:** |  | **£** |

**I confirm that the above information is correct and that I am authorised to submit this return sheet on behalf of the company:**

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| **Name:** |  |
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| **Position:** |  |
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| **Signature:** |  |
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| **Date:** |  |